Instructions for *New* Users of the IMSO Web System

1. **If you are not a registered user of the Security Assistance Network (SAN), request registration from either of the following:** You must provide your—Name, Training Activity or School, Your Organization and Mailing Address, Tel No's, E-mail Address.

Army--	IMSOs East of Mississippi	vernell.goings@us.army.mil
	IMSOs West of Mississippi	james.r.krausman@hua.army.mil
Navy--	IMSOs East of Mississippi	larry.l.surtees@cnet.navy.mil
	IMSOs West of Mississippi	linnette.f.pace@cnet.navy.mil
Air Force—	All IMSOs	betty.black@randolph.af.mil
Marine Corps—	All IMSOs	marburyb@tecom.usmc.mil
Coast Guard—	All IMSOs	pwagner@comdt.uscg.mil

2. **Ask the above listed SAN user administrators to also give you access to the IMSO Web System. If they cannot do this, request IMSO Web access from either of the following, after you are a registered SAN user:**

   charles.collins@disam.dsca.osd.mil
   relliott@netsafa.navy.mil

3. **Read the information provided about the IMSO Web at the following web site:**
   http://disam.osd.mil/intl_training/Automation/IMSOWeb.htm

4. **Access the *IMSO Web Exercise and Guide* at the following web site and print a copy:**
   http://disam.osd.mil/intl_training/Resources/Lessons/IMSO_Lessons/TO-Ex1-IMSOWeb.pdf

5. **Use the *IMSO Web Exercise and Guide* as a tutorial to teach yourself about the International Training Management (ITM) Web Site and the IMSO Web System.** Simply follow the instructions provided and you will quickly become familiar with the content of both of these web sites. You do NOT have to have any special software—just your web browser.

6. **Then, *log* on the SAN (https://san.osd.mil/san/login), *click* on Training on the SAN Web menu, and *click* on IMSO & SAO Data View on the Main Training Menu to access the IMSO Web System. *Click* on Info on Activity and enter the point of contact information for your IMSO Office and your detailed training location information.** This information will then immediately be available via data download to our overseas SAO offices.

7. **Use the IMSO Web system for up to date information on your incoming student population.** The SAO offices are now uploading all student information, including arrival information, on your students via this system. In other words, you can now get timely arrival information on the IMSO Web system, as opposed to waiting for an arrival message. Use the IMSO Web Guide you printed above to show you how to access the data on your students.

8. **Internet Addresses:**
   Security Assistance Network -- https://san.osd.mil/san/login
   International Training Mgt Web Site -- http://disam.osd.mil/intl_training/